

Commission Meeting

August 27, 2002 @ 3:00 P.M.

Department of Education, 1135 Lincoln Street, Conference Room E, Red Bluff, CA 96080

MEETING MINUTES

In Attendance: George Russell, Bill Snelson, Carl Havener, Paula Brown-Almond, Connie Massie, Gloria Lofthus, and Bob Douglas.

Absent: Mildred H. Johnstone

1. **PUBLIC COMMENT:** Hearing none the Chairperson, George Russell, brought the meeting to order.
2. **CONSENT AGENDA:** Commissioner Bob Douglas made the motion to approve all items on the consent agenda, seconded by Commissioner Bill Snelson, motion carried 7-0.
3. **REGULAR AGENDA**

ACTION – Budget Adjustment:

1. The approved annual contribution to NVCSS for Fiscal Year 02/03 did not include the 10% withheld for their Funding Year 1 (8/01/01-7/31/02) to be distributed after 7/31/02. Approve increase of \$16,297.20 to account #55520 for NVCSS, brings total contribution for FY02/03 to \$194,475.20.

Motion to approve the increase to the annual contribution to NVCSS for Fiscal Year 02/03 made by Carl Havener, seconded by Bill Snelson, and motion carried, 7-0.

2. Increase of \$3,500.00 to account #53230 for printing costs of the parent's guide of Tehama County resources for families with children 0-5; developed as an insert for the "*Kit for New Parents*" as requested by the ad-hoc "*Kit*" advisory committee.

Motion to approve the budget adjustment for printing costs of the parent's guide made by Bob Douglas, seconded by Connie Massie, and motion carried, 7-0.

3.1. INFORMATIONAL – Director's Report

- "Kit for New Parents": After three service provider trainings and one community event as a "mini" launch of the "Kit for New Parents"; the state has now reached us in the North State with their training – "Creating Teachable Moments". They will be in Redding on August 22 to train distributors on the kit. We have 10 participants going from Tehama County.

Number of kits that have gone out of the Commission office:

English	79
Spanish	12

- Evaluation Framework Planning Update: Completed draft framework for evaluation component. Completed developing individual project evaluation plans, parent surveys,

and accompanying monthly report forms. Working with grantees to develop successful procedures new evaluation system.

- Statewide Evaluation Planning: Met with statewide evaluation team, north state directors, and local consultants who will provide technical assistance for the State's evaluation efforts.
- Met with CBO Media Program Grantee, "True North" and laid out community resources, contacts, and local events. This is a twenty-month program designed to outreach to target audiences through grassroots interpersonal communications with those not reached by the mass media campaigns to deliver Commission messages, materials, and connections to local resources.
- The Strategy, Policy, and Programming Workshop for Commissioners held July 19 was a success. Commissioners accomplished the annual review of our 3-year strategic plan including the Vision and Mission Statement as well as organizational values and strategic plan strategies. Commission Financial Plan objectives and fund allocation goals were developed. Next steps include defining the details of the financial plan, policies, and programming issues that were reviewed.
- Grantee Cluster Meeting scheduled for August 26 has changed to one on one meetings with grantees to review their evaluation plan, reporting cycles, reporting requirements, and forms for Fiscal Year 02/03.

3.2. INFORMATIONAL – Project Updates

GRANTEE:..... Corning Infant and Toddler Center, Corning High School
Project Update:

- Revising major activities of Scope of Work to focus on utilization of all 16 child care slots;
- Developing MOU and will continue to receive quarterly performance reports.

GRANTEE: Northern Valley Catholic Social Service
Project Status:

- Unable to provide quarterly project update information, as quarterly reports have not been received;
- Letter has been sent regarding current status of Funding Year 1 and required next steps;
- As soon as documentation is received and approved, we will move forward with Funding Year 2 (FY2) SOW and budget revisions in order to complete contract negotiations for FY2. (August 1, 2002 – July 30, 2003);
- Brought in Technical Assistance Consultant, met with project and reviewed accomplishments, needs, and discussed scope of work revisions for FY 2. Is available to provide support as needed.

Discussion:

- Denise E. Snider, Program Director reported grantee, Northern Valley Catholic Social Service (NVCSS), currently out of compliance with Scope of Work and Contractual Agreement. Grantee has failed to follow through with required documentation and reporting requirements. The Commission recommended that Denise bring NVCSS's Scope of Work for funding years one and two (FY1 and FY2) to the next meeting for review and approval. The Commission would also like a current status report of the project prior to their review of the two scopes of work.

- The Commission discussed reviewing the scope of work for any multi-year funded projects prior to the commencement of additional funding years.

3.3. INFORMATIONAL – Quarterly Report (Final Report for 01/02)

- Budget Adjustment Update: After receiving approval for adjustments to the Communications and Employee Insurance Fund, Rhonda Meadows, Commission Secretary, was unaware of the process to follow and therefore did not follow through with the required accounting documentation; consequently, these accounts became over drawn. Rhonda has asked the Auditor's office what ramifications this will have on the accounting cycle as a whole, they have advised us to report to our Commission and that it will show in the Audit – other than that, to chalk it up to experience.

There is an overdraft amount listed for office expenses in the fourth quarter due to a credit memo that was to be filed toward an outstanding account charge. Because our secretary did not know of the circumstance of this account, which had occurred prior to her arrival, the account sat idle until a review of the accounts revealed the discrepancy. By the time the rectification process was complete, it was apparent that the funds in the account would be depleted and would therefore be overdrawn before the next commission meeting.

- Accounts Report of process given by Rhonda Meadows, Commission Secretary. Commission accepted report and status of accounts.

3.4. DISCUSSION – School Readiness Initiative

- Committee chose Lois Lang, Lang and Associates, as consultant to lead the Commission and stakeholders through the School Readiness process. There will be a School Readiness Meeting with all eligible schools, community based organizations, and other potential partners on September 19 at the Department of Education.

3.5. DISCUSSION/ACTION – Committee Position Openings

- Reviewed handout of Committees, responsibilities, and membership. Financial Planning and Financial Committee will now be combined.

3.6. INFORMATIONAL/DISCUSSION – Commissioner Position Opening

- Commissioner Tom Grimes has resigned his position; he has accepted a position in Washington State and will be moving there soon. Commission Secretary, Rhonda Meadows, to follow County Clerk's procedure for filing the vacated position. All Commissioners are asked to spread the word of the position availability.
- Bill Snelson will be retiring from the Department of Social Services and this will be his last Commission meeting. The Department of Social Services has selected Christine Applegate as their new Director. She will be present at the October meeting.

3.7. ACTION – Proposal Funding Recommendations

PROPOSAL TITLE: License-Exempt Child Care Provider and Potential Spanish Speaking Child Care Provider Program
GRANTEE: Child Care Referral and Education (CCRE)

History: CCRE received a planning grant to design and pilot an outreach education program to raise awareness of benefits of licensing to license exempt child care providers and potential Latina providers.

Proposal Description: Provides outreach, support and training activities for license-exempt child care providers and potential Spanish-speaking licensed and exempt child care providers through home visits, mass media outreach, community presentations, workshops, and technical assistance. Will work to increase parents', providers, and community knowledge of the benefits of quality child care, childhood development and healthy and safe home environments. The project includes outreach to Latino and Spanish-speaking children and their families, with an emphasis on school readiness for three and four year old children.

Funding Request: Three-year commitment. FY1: \$80,000 FY2: 80,000 FY3: \$80,000

Recommendation: The proposal evaluators are recommending three-year funding, second and third year funding dependent upon reporting, participation, and degree to which previous years goals are met. Pilot program successfully developed educational and outreach methods to reach target population. Proposal expands target population to include children, parents, exempt providers as well as the original focus, licensed-exempt providers. Program design includes home visits, workshops, incentives, focus on school readiness for 3 and 4 year olds and low performing school areas.

COMMISSION APPROVAL: Motion to accept the recommendation of the readers to approve Child Care Referral and Education's proposal for the License-Exempt Child Care Provider and Potential Spanish Speaking Child Care Provider Program made by Connie Massie, Bob Douglas seconded, motion approved 7-0.

PROPOSAL TITLE: Alliance Concerning Children's Education and Support Services (ACCESS)

GRANTEE: Northern California Child Development, Inc
Home Help for Hispanic Mothers

History: ACCESS received a planning grant to develop a business and implementation plan, complete with MOU's, selecting a prevention education home visiting program using a best practice model incorporating an interdisciplinary approach.

Proposal Description: Using the *Creative Curriculum for Infants and Toddlers*, two education/health professionals (guided by a Program Coordinator) will be providing home visits to children in up to 22 families each, for a total of up to 44 families or 66 children served (assuming that about half of the families will have two children under the age of 4). Home Visitors will meet with families twice a month for one and one-half hours each visit. ACCESS will work with existing families in Home Help with children ages 0 to 4 years, children on the

Head Start waiting list, and underserved families in the general community. These families are economically, culturally, or linguistically isolated. This collaborative will reduce duplication of service to maximize existing resources by forming a multi-disciplinary team.

Funding Request: Up to 5 year commitment based on receipt of Early Head Start funding.

Year 1: \$280,356.00

Year 2: \$240,780.00

Year 3: \$249,417.00

Year 4: \$262,551.00

Year 5: \$273,634.00

At this time, the proposal evaluators are not recommending funding based on the broad nature of this proposed program, emphasis on case management versus parent education, and the curriculum selected. Although their work clearly defined their new organization, the committee felt it did not meet the current needs of this commission.

Commissioner Mildred Johnstone would like to review the ACCESS proposal; Commissioner Gloria Lofthus and Director Snider will join with her in the review of the proposal.

3.8. INFORMATIONAL – Commissioner Updates

- Reminder of the Safe Schools – Healthy Communities Program 9/11 “Awareness Walk” from the Family Resource Center to the Tehama County Court House at 4:30 p.m. All are welcome and wear your red, white, and blue.

3.9. ADJOURN

Next meeting, September 24, 2002 - 3:00 p.m. @ the Department of Education, Conference Room E

Tehama County Children and Families Commission and Commissioner Information Packets are on file and available for review in the Office of the Program Director, 1135 Lincoln Street, Red Bluff.